

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date August 21, 1979		Office of Administrative Services Child Support Recovery Unit Enforcement		Application Number 79-167	
Application Number DHR-38		618 Ponce de Leon Avenue, N. E. Atlanta, Georgia 30308		Date Received AUG 24 1979 Date Completed SEP 19 1979	
2. Person to Contact Ed Pledger, Chief or Harold Kilgore		Working Title Regional Supervisor		Telephone Number 894-4126	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series Earliest Latest 1973 to present		5. Records Series Title (followed by title used in office, if different) Child Support Proof of Paternity and Agreement to Pay Files			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Administrative Services is responsible for providing administrative support to the Department. This includes: General Support Services; Data Processing and Management Information Systems; Personnel Services; Grants Development and Management; Contracts Management; and Child Support Recovery. The Child Support Recovery Unit, in accordance with the 1967 Social Security Act and the Georgia Child Support Recovery Act, has the responsibility to locate deserting parents; to secure commitment of child support from such parents; to collect and disburse child support payments; and to enforce the support obligation of the absent parent.					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: establishing paternity of child(ren) of absent parent and obtaining, from that absent parent, agreement to pay child support. Included are: form CSR/018 (Paternity Statement), a sworn admission as to paternity of child(ren) belonging to named mother. This statement shows date, AFDC number, name of father, name of mother, name(s) and birthdate(s) of children, signature and address of father, statement, signature and address of notary or other official; and form CSR/009(a) (Agreement) between DHR Child Support Recovery Unit and the absent parent, which shows date of agreement, name and address of absent parent, amount and time of payment for child support, name(s), birthdate(s), and age(s) of child(ren), and stipulates responsibilities of absent parent and the Child Support Recovery Unit, and notarized signature of absent parent with date. The file is arranged : chronologically by year youngest child (listed in agreement) will attain age 18; thereunder, alphabetically by name of father.					
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>200</u> ; Seven to twelve months old <u>occasionally</u> ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?					
9. Annual Rate of Accumulation of Records approximately 675 Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) <u>per month</u> State-wide					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it? appropriate portions: Metro Swainsboro North Georgia Albany Milledgeville
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. contain names and personal information about clients
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | * _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

* to end of year in which child(ren) become age 18 (while still eligible to receive public assistance)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

child(ren) is/are no longer eligible to receive public assistance (at which time case is closed); place all papers for the particular closed case in the inactive file (Records Center box) by year youngest child listed will reach age 18; cut off inactive file at end of each calendar year; transfer to State Records Center; hold to end of calendar year in which children attain age 18; then destroy.

Note: should child(ren) again become eligible for public assistance, recall applicable papers from inactive file and place in current file.

Metro Swainsboro
North Georgia Albany Milledgeville

Paternity Statement and Agreement

Upon determination that paternity is established and/or the Agreement for Child Support is signed, place all papers in file according to year youngest child listed will reach age 18; hold in current files area until

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Tracy Teal</i>	8.17.79	<i>Elizabeth W. Crank</i>	8/13/79
		Elizabeth W. Crank, CRM State Records Committee (Signature)	Date
		<i>[Signature]</i>	9-13-79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	
		Secretary of State/Designee	
		Attorney General/Designee	
		<i>Carroll Hart</i>	9-11-79
		<i>[Signature]</i>	9-15-79